

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



April 23, 2004

COUNTY FISCAL LETTER (CFL) No. 03/04-53

TO: COUNTY WELFARE DIRECTORS
 COUNTY FISCAL OFFICERS
 COUNTY AUDITOR CONTROLLERS
 COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM
 (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE JUNE
 2004 QUARTER

This CFL provides time study and claiming instructions for the April through June 2004 quarter and includes information/reminders on the following programs:

| | Function/Program | Time Study Instructions | Claiming Instructions | General Information | Page Number |
|------------|---|-------------------------|-----------------------|---------------------|-------------|
| I | Social Services | | | | |
| | A. Educational and Training Voucher Program | Yes | Yes | Yes | 2 |
| II | CalWORKs | No | No | No | 2 |
| III | Other Public Welfare | No | No | No | 2 |
| IV | Child Care | No | No | No | 2 |
| V | Non-Welfare | No | No | No | 2 |
| VI | General | | | | |
| | A. Support Staff Time Reporting Plan & Letters of Intent to Direct Charge | No | No | Yes | 3 |
| | B. CEC Due Dates for FY 04/05 | No | No | Yes | 3 |
| | C. Program Code Descriptions | No | No | Yes | 3 |
| | D. County Questions | No | No | Yes | 4 |

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for use during the April through June 2004 quarter are as follows:

| <u>Section</u> | <u>Revised</u> |
|--|----------------|
| Social Services | 06/04 |
| CalWORKs | 06/03 |
| Other Public Welfare | 12/03 |
| Child Care | 06/03 |
| Non-Welfare | 03/01 |
| Staff Development | 03/01 |
| Electronic Data Processing | 03/01 |
| Support Staff Time Reporting Instructions | 12/01 |
| Direct-to-Program Function Support Staff Codes | 06/04 |
| General Time Study Instructions | 06/04 |

Please note that any changes to PCDs and/or Support Staff Time Reporting Instructions are shown in an underline and strikeout format reflecting each quarterly update.

I. SOCIAL SERVICES

A. Educational and Training Voucher Program

As outlined in CFL No. 03/04-50, dated March 16, 2004, the following program codes have been established for counties to claim Educational and Training Voucher (ETV) program administrative activity costs associated with outreach and notification to former foster youth regarding funding availability for post secondary education and training.

Time Study Instructions:

For counties who tracked staff time performing ETV activities, the following Time Study Code (TSC) has been established retroactive to the March 2004 quarter.

| | | |
|--------------------------------------|------|--------------------------|
| Time Study Code | 0671 | Edu and Trng Voucher |
| Direct-to-Program Support Staff Code | A18 | Edu and Trng Voucher DTP |

The allowable activities may include social work time spent on notifying and counseling former foster youth on the availability and potential eligibility for ETV funds, time spent on the preparation and distribution of flyers, pamphlets, and other outreach activities as necessary to advertise ETV program information.

Claiming Instructions:

Retroactive to the March 2004 quarter the following codes have been established for the ETV Program:

| | | |
|----------------------------|--------|--------------------------------|
| Program Code | 067 | Edu and Trng Voucher (A 03/04) |
| Program Identifier Numbers | 067068 | Direct Cost |

Costs for this program will be funded at 100/0/0/0 (Federal/State/Health/County).

II. CalWORKs

No changes.

III. Other Public Welfare

No changes.

IV. Child Care

No changes.

V. Non-Welfare

No changes.

VI. General

A. Support Staff Time Reporting Plan (SSTRP) and Letters of Intent to Direct Charge

Please send your SSTRP and any Letters of Intent to Direct Charge to the following address:

California Department of Social Services
Fiscal Systems Bureau
County Systems and Policy Section
744 P Street, MS 13-71
Sacramento, CA 95814

B. County Expense Claim (CEC) Due Dates for FY 2004/05

General Instructions:

The following are due dates for FY 2004/05 original and adjustment quarter claims:

| <u>Original Claim</u> | <u>Final Filing Date</u> |
|------------------------------|---------------------------------|
| September 2004 | November 1, 2004 |
| December 2004 | January 31, 2005 |
| March 2005 | May 2, 2005 |
| June 2005 | August 1, 2005 |

| <u>Adjustment Claim</u> | <u>Final Filing Date</u> |
|--------------------------------|---------------------------------|
| September 2003 | July 1, 2004 |
| December 2003 | October 1, 2004 |
| March 2004 | January 3, 2005 |
| June 2004 | April 1, 2005 |

As stated in CFL No. 01/02-58 dated May 7, 2002, CDSS will not accept adjustment claims for processing if received in the County Systems Fiscal Systems Bureau office beyond the due dates listed above.

C. Program Code Descriptions (PCDs)

As a result of county requests to have the ability to access the PCDs, the PCDs have been placed on the Internet in Word format. The PCDs can be accessed from either of the following links and therefore, effective with this quarter's CFL, will no longer be an attachment to the quarterly claiming CFL:

<http://www.dss.cahwnet.gov/getinfo/cfl/Code/ProgCodeDescriptions.doc>

http://www.dss.cahwnet.gov/lettersnotices/CountyFisc_544.htm

D. County Questions

Due to staff reductions, the department has established the following e-mail address to address all county fiscal related questions, including questions regarding this CFL (CEC, allocations, fiscal policy):

fiscal.systems@dss.ca.gov

All messages will be reviewed daily and forwarded to the appropriate staff to respond to. Please allow a response time of up to five days.

Sincerely,

Douglas Park, Chief
Fiscal Systems and Accounting Branch

Enclosures

c: CWDA